

## Loan Checklist

All documents listed below must be submitted with the Loan Application. Place a checkmark if the document is enclosed. If you are unable to include an item, comment in the space provided.

✓ <input type="checkbox"/>	1. Processing Fee: \$250.00 check made payable to HIS Fund, Inc. Comments: _____
<input type="checkbox"/>	2. Brief history of the church. Comments: _____
<input type="checkbox"/>	3. Certificate and Articles of Incorporation. Comments: _____
<input type="checkbox"/>	4. Constitution and Bylaws, with Amendments, if any. Comments: _____
<input type="checkbox"/>	5. Congregational, Board of Trustees and/or Church Board Resolution for proposed financing. Comments: _____
<input type="checkbox"/>	6. Purchase Contract Comments: _____
<input type="checkbox"/>	7. Estimates/proposals/building plans for any construction/renovation in digital format. Do not mail architectural drawings. Comments: _____
<input type="checkbox"/>	8. Accounting Software Income/Expense Statement and Balance Sheet for current year to date (cut off at month end). Comments: _____
<input type="checkbox"/>	9. Accounting Software Income/Expense Statement and Balance Sheet for previous three years. Comments: _____
<input type="checkbox"/>	10. Exact legal description of all real property(ies). Comments: _____
<input type="checkbox"/>	11. Appraisal or other evidence of value Comments: _____
<input type="checkbox"/>	12. Color photographs of property(ies) in digital format. Comments: _____
<input type="checkbox"/>	13. Property insurance coverage certificate. Comments: _____
<input type="checkbox"/>	14. Payment history for last three years from current lender/landlord (New HIS Fund borrowers only). Comments: _____
<input type="checkbox"/>	15. District Recommendation (see instructions). Comments: _____